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# 01/19/1994 - EIU To Offer Bussiness Workshop.pdf

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FOR IMMEDIATE RELEASE:

January 19, 1994

EIU TO OFFER BUSINESS WORKSHOPS

CHARLESTON, IL--The Business Development Center at Eastern Illinois University will offer several workshops this spring semester that will cover computer skills, professional development and technological skills.

Among those coming up in January and February will be the "Getting Started with Computers" workshop on Jan. 25 and 27; "Introduction to WordPerfect 5.1" on Feb. 8 and 10; "Intermediate WordPerfect 5.1" on Feb. 22 and 24; and "Secrets of Successful Selling" on Feb. 28 and March 2.

Each of these workshops will be held from 6:30 to 9:30 p.m. in Lumpkin Hall. The Graduate Management Admissions Test Review Course will also be offered on Feb. 19 and 26 and March 5 and 12. Each session will be held on a Saturday, and will give approximately 25 hours training in total.

The "Getting Started with Computers" workshop is designed for the computer novice and provides a comprehensive introduction to hardware and software concepts. Topics include terminology, keyboard usage, basic components of a computer system, beginning disk operating system (DOS) commands, care and handling of

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## BUSINESS WORKSHOPS

diskettes, overview of software applications (word processing, spreadsheets, database) and what to look for when buying a computer.

The "Introduction to WordPerfect 5.1" workshop will help individuals discover the ease of word processing and making changes to rearrange and enhance documents. Material covered will include text entry and editing features, including block commands, centering, underlining, bolding, search and replace and spell-checker.

"Intermediate WordPerfect 5.1" will build on basic WordPerfect 5.1 concepts and will teach features to accelerate and enhance document production. Topics will focus on features such as headers and footers, automatic numbering, outlines and sorting. Other advanced functions will include tables, columns, merge functions, macros, graphics and changing set-up options.

Learn to make the best impression in the "Secrets of Successful Selling" workshop. Everyone sells something, whether it is a product, service, idea, or new pattern of behavior. Topics include winning support for ideas, using objections as an advantage, building and maintaining a winning attitude, finding buyer needs and increasing earning power.

The Graduate Management Admissions Test (GMAT) is used by nearly 1,300 graduate programs internationally to assess the qualifications of applicants. The review course for the GMAT will provide nearly 25 hours of intense study to assist in

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BUSINESS WORKSHOPS

obtaining the needed score for entrance to graduate school. Participants will receive a pre-test, post-test and instruction in five modules: data sufficiency, problem solving, writing ability, reading comprehension and critical thinking. Participants will also receive the Official Guide for GMAT Review along with mini-math refreshers and grammar reviews.

The cost of each two-night workshop is \$89, with a 10 percent discount offered to groups of two or more registrants received concurrently from members of the same organization. The GMAT Review Course will be \$115, firm. To register, or for more information, call Joy at 581-2913.